

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, PILANI, DUBAI -CAMPUS

Verification of Qualification

The following charges shall be applicable for verification of qualifications

ITEM					Charges for Request for a Client		Remarks
					In UAE	Abroad	
Verification of qualifications (a) by Employer/Government agencies/Consulates/Universities (b) by Private agencies (or equivalent in any currency)					Nil	Nil	Per Candidate
					AED 150/-	USD 150/-	Per Candidate
Mailing Charges Shall be as follows							
a) by Courier (or Equivalent in any Currency) Charges are inclusive of VAT							
Malaysia	Canada/ USA	Singapore	KSA/Germany/Switzerland	UK	Kuwait/Bahrain/Oman	India	UAE
AED 140/-	AED 135/-	AED 120/-	AED 115/-	AED 105/-	AED 70/-	AED 65/-	AED 25/-
b) by emails (or equivalent in any currency):					AED 10/-	USD 10/-	Per email

Notes:

1. Telephonic or verbal verification of qualification is NOT being done by BITS.

2. The requisite charges shall be paid:

- (a) Can pay the fee online by visiting the URL <https://admission.bits-dubai.ac.ae/fee/> (For tracking of your payment, please mention the Student ID in the remarks Column).
- (b) By Telex / Bank transfer: Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice / receipt copy received from your bank must bear the Name & ID No. of the student and attach the same with the application.

Bank details	
Account Title	BITS PILANI FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Bank	HSBC Bank Middle East Ltd
Branch	Main Branch, Dubai, UAE

- (c) By Cash (in person to the Cashier, BITS Pilani, Dubai Campus)

Do not send any cash with your application

- 3. **IDNO.** (or **Roll No.**) or **Year of admission, year of graduation, degree received** or a copy of the document submitted by the candidate for verification MUST be given without which it will not be possible to process the request.
- 4. Request shall be made in the enclosed proforma. Requests with **incomplete / incorrect information** will not be processed.
- 5. Request along with correct payments shall be sent to:

The Registrar

BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE, Pilani

P.O.Box No: 345055 DXB

Dubai Campus, Dubai, UAE

E-Mail : office.registrar@dubai.bits-pilani.ac.in

Requisition for **VERIFICATION OF ACADEMIC RECORDS**

To
The Registrar
BITS Pilani, Dubai Campus,
Dubai, UAE

For office use

Requisition No.

Payment Verified

Sir,
Please issue me the following for (ticked✓):

ID No.: _____ NAME: _____

	Copies	Charges	Total Charges
<input type="checkbox"/> Verification Letter	<input type="text"/>	_____per copy	_____
Courier Charges (<input type="checkbox"/> Courier/ <input type="checkbox"/> Email)			_____

Total Amount payable AED:

Payment Enclosed by _____
(Give details of DD/TT)

Requester Details:

Requester's Name: _____ Designation: _____

Name of Requester's Company: _____

Address: _____

Email: _____ Fax: _____ Phone: _____

Client's Details:

Client's Name: _____ Designation: _____

Name of Client's Company: _____

Address: _____

Email: _____ Fax: _____ Phone: _____

Please send the document(s) to:

☐ By Courier

☐ By Email

[Please tick appropriate box ☒

Date: _____

Requester's Signature

Note: Request received with incomplete/ incorrect information will not be processed.

Dues Status

Accounts, BPDC

Visa Status

Administration, BPDC

Approved / Not approved

Registrar, BPDC

For office use (Details of dispatch)

Dispatched by: ☐ Courier ☐ Email

Dispatched on : _____

Dispatch No.: _____

Signature: _____

Received

Signature with date